

## **Student Assistant**

*Temporary/Intermittent  
10-30 hours per week*

**Salary Range:** \$9.00-\$12.13 per hour

**Duties:** Under close supervision of the Information Technology unit manager, the incumbent assists in the development and maintenance of the California State Auditor's applications and websites as well as providing assistance in support of the client machines and devices. Specific duties include but are not limited to:

### Application and Website Development and Maintenance – 70%

- Assist in the maintenance and testing of CSA's existing internally developed websites and applications.
- Assist in the analysis, development, testing, debugging, and deployment of new CSA websites and new subsystems for CSA's existing applications.
- Assist in the preparation and coordination of intranet and internet website updates.
- Assist in the development and maintenance of website and application development guidelines and procedures.

### IT Office Functions – 30%

- Assist in maintaining laptops, desktops, and printers.
- Assist in solving simple issues raised via the IT Unit Help Desk line.

### **Desirable Qualifications:**

- Information Systems or Computer Science major with at least two programming courses completed.
- Experience with or desire to learn application and website development.
- Experience with or desire to learn administration of Unix-like operating systems.
- Experience with or desire to learn SQL database usage and design.
- Experience with or desire to learn automated testing to ensure program correctness.
- Strong written and oral communication skills.
- Strong collaboration and customer service skills.
- Strong analytical, problem solving, planning, and organizational skills.
- Ability to work both independently and as part of a team.

### **Programming Environment:**

The programming environment used at the California State Auditor's Office currently consists of tools including:

- Ruby (programming language)
- PostgreSQL (database)
- OpenBSD (operating system)
- Nginx (webserver)
- Git (revision control)

*Hands-on training on all of these tools will be provided as needed.*

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**TO APPLY**, send or deliver a completed state application (STD.678), proof of enrollment, and unofficial transcripts to:

**Location**

California State Auditor  
Human Resources Office  
621 Capitol Mall, Suite 1200  
Sacramento, California 95814

**Contact**

Kristina Gin  
(916) 445-0255, ext. 500  
[kristinag@auditor.ca.gov](mailto:kristinag@auditor.ca.gov)

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason.**

## FINAL FILING DATE: JUNE 15, 2015

**SELECTION PROCESS:** To be considered for the position, you must be a college student enrolled in classes during the regular term (Fall, Spring and Winter, if applicable), at an accredited college or university and carrying a minimum of six semester units (or nine quarter units for undergraduate students), with a grade point average of 2.0 or higher. All interested applicants must submit a standard state application (STD. 678) with an original signature. **Emailed applications will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Upon appointment, all employees are subject to **fingerprinting and having a background check conducted**. All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*